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Adverse Actions Seminar  
November 27-30, 2001  
Columbia, South Carolina

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Agenda

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Tuesday, November 27, 2001

8:00 - 8:30 A.m.	Registration
8:30 - 8:40 A.m.	Welcome and Administrative Announcements
8:40 - 8:50 A.m.	Opening Remarks
8:50 - 9:00 A.m.	Road Map
9:00 - 10:15 A.m.	Charges and Penalties
10:15 - 10:30 A.m.	Break
10:30 - 11:45 A.m.	Charges and Penalties (Continued)
11:45 - 1:15 P.m.	Lunch
1:15 - 3:00 P.m.	Preventive Management
1:15 - 3:00 P.m.	Drafting and Reviewing Notices
3:00 - 3:15 P.m.	Break
3:15 - 4:45 P.m. Room A030	Preventive Management (Continued) (Managers)
Salon B	Drafting and Reviewing Notices (Continued) (Representatives/advisors)
4:45 - 5:15 P.m. Salon B	Open Forum (All)
5:15 P.m.	Recess

Wednesday, November 28, 2001

8:30 - 10:00 A.m.	Case Study Workshops
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10:00 - 10:15 A.m.	Break
10:15 - 12:00 P.m.	Taking Conduct/performance Based Actions
10:15 - 12:00 P.m.	Advising Managers on Conduct and Performance (Advisors)
Salon C	Agency Response, Administrative Record, Discovery (Representatives)
12:00 - 1:30 P.m.	Lunch
1:30 - 3:00 P.m.	Taking Conduct/performance Based Actions
Salon B	Advising Managers on Conduct and Performance (Continued) (Advisors)
1:30 - 3:00 P.m.	Settlement
3:00 - 3:15 P.m.	Break
3:15 - 4:45 P.m.	Leave Issues
4:45 - 5:15 P.m.	Open Forum
5:15 P.m.	Recess

Thursday, November 29, 2001

8:30 - 10:00 A.m.	Case Study Workshops
10:00 - 10:15 A.m.	Break
10:15 - 12:00 P.m.	Investigating Allegations
10:15 - 12:00 P.m.	Affirmative Defenses
10:15 - 12:00 P.m.	Affirmative Defenses (Continued)
12:00 - 1:30 P.m.	Lunch
1:30 - 3:00 P.m.	Trial Preparation
3:00 - 3:15 P.m.	Break
3:15 - 4:30 P.m.	Trial Preparation (Continued)
4:30 - 5:00 P.m.	Open Forum
5:00 P.m.	Recess

Friday, November 30, 2001

8:30 - 10:00 A.m.	Discussion of Case Study Workshops
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10:00 - 10:15 A.m.	Break
10:15 - 11:15 A.m.	Ethics and Standards of Conduct
11:15 - 11:30 A.m.	Evaluations and Adjournment